

Version	Change	Test Case/Step
Test Case 1-2 Tested Configurations		
7.5	Added a table row entitled "Web Server" under "Baseline Configuration" on Table 1-2.1.	1-2/Table 1-2.1
7.5	Added a table row entitled "Web Server" under "Alternate Configuration" on Table 1-2.1.	1-2/Table 1-2.1
Test Case 2-1 Evaluate Set Up		
7.5	Changed "User Definable Fields" to "User Definable Fields (Privacy Act)" on Table 2-1.3.	2-1/Table 2-1.3
7.5	Changed "User Definable Fields" to User Definable Fields (Media Type)" on Table 2-1.4.	2-1/Table 2-1.4
7.5	Changed column heading "Name in RMA" to "Editing Allowed?" on Table 2-1.5.	2-1/Table 2-1.5
7.5	Added "Electronic Record" heading to Table 2-1.5	2-1/Table 2-1.5
7.5	Added note "If Title is present as a separate field – optional (or pre-filled by the RMA)" to the Subject or Title metadata field.	2-1/Table 2-1.5
7.5	Deleted "Vital Record Indicator" and "Vital Record Update and Cycle Period" from Table 2-1.5.	2-1/Table 2-1.5
7.5	Changed "User Defined Fields" to "User Defined Fields (Privacy Act or Other)" on Table 2-1.5.	2-1/Table 2-1.5
7.5	Added "Non-Electronic Record" table row and associated metadata elements.	2-1/Table 2-1.5
7.5	Added "E-mail Record" table row and associated metadata elements.	2-1/Table 2-1.5
7.5	Deleted "Data entry templates are established in accordance with Table 2-1.6."	2-1/Step 3.10
7.5	Changed "The file plan is established in accordance with Table 2-1.7." to "The file plan is established in accordance with Table 2-1.6."	2-1/Step 3.11
7.5	Replaced Table 2-1.7 Record Category Descriptions with examples from the Joint Staff and Combatant Command RM Manual. Refer to pages 8-12 for the full text of the new file plan.	2-1/Step 3.11
7.5	Changed "Tables 2-1.9 through 2-1.12 specify the group and user permissions for both filing and retrieval." to "Tables 2-1.8 through 2-1.11 specify the group and user permissions for both filing and retrieval."	2-1/Step 3.12d
7.5	Changed "NOTE: After creating the user groups and user accounts, please generate and submit to the JITC a listing showing each user and his/her functional permissions." to "NOTE: After creating the user groups and user accounts, please generate and submit to the JITC a listing showing each user and his/her functional permissions. These are for test purposes only. A using organization may want to allocate permissions differently."	2-1/Step 3.12d
7.5	Added row heading "Privileged Users have All (Typical Users) functional access plus the following:" on Table 2-1.7.	2-1/Table 2-1.7
7.5	Added row heading "Records Managers have Privileged Users and All (Typical Users) functional access plus the following:" on Table 2-1.7.	2-1/Table 2-1.7

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7.5	Added row heading "RMA SysAd have Records Managers, Privileged Users, and All (Typical Users) functional access plus the following:" on Table 2-1.7.	2-1/Table 2-1.7
7.5	Changed Table 2-1.8 to reflect permissions allowed for new file plan categories. Please refer to page 15 for a complete list of group filing permissions.	2-1/Table 2-1.8
7.5	Changed Table 2-1.9 to reflect permissions allowed for new file plan categories. Please refer to page 15 for a complete list of user filing permissions.	2-1/Table 2-1.9
7.5	Changed Table 2-1.10 to reflect permissions allowed for new file plan categories. Please refer to page 15 for a complete list of group search/retrieve permissions.	2-1/Table 2-1.10
7.5	Changed Table 2-1.11 to reflect permissions allowed for new file plan categories. Please refer to page 16 for a complete list of user search/retrieve permissions.	2-1/Table 2-1.11
7.5	Changed "Control tables and selection lists are established. The Supplemental Marking selection list must include: NOFORN, NOCONTRACT, and FOUO." to "Control tables and selection lists are established. The Supplemental Marking selection list must include: NOFORN, NOCONTRACT, and FOUO. At this time, no supplemental markings are assigned to any user because the field is not being used to control access."	2-1/Step 3.13
7.5	Changed "Supporting Document" to "Supporting/Supported Document."	2-1/Step 3.15c
7.5	Changed "Populate each record category with one record. The subject or title of the record should be "Test Setup: <record category>" (Replace the <record category> tag with the actual record category identifier such as "71-1 Folder 1".) to "Populate each record category with one record. The subject or title of the record should be "Test Setup: <record category>" (Replace the <record category> tag with the actual record category identifier such as "0942-01 Folder 1".)	2-1/Step 3.17
7.5	Changed "In the 5-1 category, file records with the following combinations of supplemental markings:" to "In the 0031-01 category, file records with the following combinations of supplemental markings:"	2-1/Step 3.18
7.5	Changed "Verify standard data elements as shown in Tables 2-1.3 through 2-1.5 in the Pre-Test Conditions. For a product combination, verify that these elements are set up in the host application (Document Management, Work Flow, etc) and properly mapped to the RMA." to "Verify standard data elements as shown in Table 2-1.5 in the Pre-Test Conditions. For a product combination, verify that these elements are set up in the host application (Document Management, Work Flow, etc) and properly mapped to the RMA. These should be for both input/editing and search and retrieval."	2-1/Step 4.4

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7.5	Deleted "Verify data entry templates as shown in Table 2-1.6 in the Pre-Test Conditions. For a product combination, verify host system data entry templates."	2-1/Step 4.5
7.5	Changed "Verify the file plan as shown in Table 2-1.7 in the Pre-Test Conditions." to "Verify the file plan as shown in Table 2-1.6 in the Pre-Test Conditions."	2-1/Step 4.5
7.5	Changed "Verify Access and Limitations as shown in Tables 2-1.8 - 2-1.12 in the Pre-Test Conditions." to "Verify Access and Limitations as shown in Tables 2-1.8 - 2-1.11 in the Pre-Test Conditions."	2-1/Step 4.6
Test Case 2-2 Negative Testing		
7.5	Changed "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see the 210, 165, 25, and 5 series, and 71-1 Folders 1 and 2.)" to "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see 0031, 0216, 0927, and 0942, Folders 1, 2, and 3.)"	2-2/step 4.17
7.5	Changed "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 710, 210, 165, 25, and 5 series, and 71-1 Folders 1 and 2.)" to "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 0031, 0216, 0927, and 0942 Folders 1, 2, and 3.)"	2-2/Step 4.18
7.5	Changed "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see the 165, 25, and 5 series, and 71-1 Folders 1.)" to "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see 0031, 0216, and 0942, Folders 1 and 3.)"	2-2/Step 4.40
7.5	Changed "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 210, 165, 25, and 5 series, and 71-1 Folder 1.)" to "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 0031, 0216, and 0942 Folders 1 and 3.)"	2-2/Step 4.42
7.5	Changed "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see the 5 series.)" to "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see 0105, 0106, 0205, 0216, and 0220.)"	2-2/Step 4.53

Version	Change	Test Case/Step
7.5	Changed "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see the 210, 165, 25, and 5 series, and 71-1 Folders 1, 2, and 3.)" to "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 0031, 0105, 0106, 0205, 0216, and 0927.)"	2-2/Step 4.54
7.5	Changed "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see the 5 series.)" to "Attempt a "select all" search. Note what categories/folders are returned. (The user should only see 0031, 0205, and 0216.)"	2-2/Step 4.57
7.5	Changed "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see all to include the 710, 210, 165, 25, and 5 series and 71-1 Folders 1, 2, and 3.)" to "Attempt to file a record. Note what categories/folders are visible. Verify that only current and valid record categories or folders are available to the user/workgroup for filing. (The user should only see all to include the 0031, 0105, 0106, 0205, 0216, 0220, 0414, 0927 series and 0942 Folders 1, 2, and 3.)"	2-2/Step 4.61
7.5	Changed "Attempt a "select all" search. Note what categories/folders are returned. (The user should see all to include the 710, 210, 165, 25, and 5 series and 71-1 Folders 1, 2, and 3.)" to "Attempt a "select all" search. Note what categories/folders are returned. (The user should see all to include the 0031, 0105, 0106, 0205, 0216, 0220, 0414, 0927 series and 0942 Folders 1, 2, and 3.)"	2-2/Step 4.62
Test Case 3-1 Create User Accounts		
7.5	Changed "Assign typical user functional access to Don Adamson." to "Assign typical user functional access and file plan access to include filing and search/retrieve permissions to category 0927 to Don Adamson."	3-1/Step 4.3
Test Case 3-2 Create User Groups		
7.5	Changed "Assign typical user type functional access to Test Officers group." to "Assign typical user-type functional access and file plan access to include filing and search/retrieve permissions to category 0414 to the Test Officers group."	3-2/Step 4.2
Test Case 4-1 Build File Plan Infrastructure		
7.5	Changed "Add user-defined field, "Privacy Act" (text) to the file plan metadata set." to "Add user-defined field, "Privacy Act" (text) to the file plan metadata set. (Enter the Privacy Act note for category 0205-02, Merit Pay Records as shown in Table 2-1.7. For all other categories, enter N/A.)."	4-1/Step 4.2

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7.5	Changed "Make Originating Organization mandatory and create an organization-wide selection list. For a product combination, take necessary steps in host system as well as in RMA." to "Create an organization-wide selection list for Originating Organization. For a product combination, take necessary steps in host system as well as in RMA."	4-1/Step 4.4
7.5	Changed "Add user-defined field, "Project Name" (text) to the record metadata set. For a product combination, take necessary steps in host system as well as in RMA. Perform necessary mapping to ensure data entered in host system is properly passed to RMA." to "Add user-defined field, "Project Name" (text) to the record metadata set. For a product combination, take necessary steps in host system as well as in RMA. Perform necessary mapping to ensure data entered in host system is properly passed to RMA. (Testers will name this field differently during the test to ensure solutions are not hard-coded.)"	4-1/Step 4.5
7.5	Changed "Define master selection lists/control tables/selection lists for user-defined file plan components: Privacy Act, Media Type, and Project Name." to "Define master selection lists/control tables/selection lists for user-defined file plan components: Media Type, and Project Name."	4-1/Step 4.8
7.5	Changed "Log in as Edwards (edwards, cattle11). View records stored in the 5-1 category. Edwards should see all records, including those with supplemental markings. Log off." to "Log in as Edwards (edwards, cattle11). View records stored in the 0031 category. Edwards should see all records, including those with supplemental markings. Log off."	4-1/Step 4.9
7.5	Changed "Add "Privacy Act" to Supplemental Markings selection list." to "Add "FGI" to Supplemental Markings selection list."	4-1/Step 4.10
7.5	Replaced all instances of the "Privacy Act" marking with "FGI" in Table 4-1.1.	4-1/Table 4-1.1
7.5	Added "Add logic to send e-mail to Dan Christy when a record is superseded in a category that has a final disposition of "Destroy when superseded or obsolete." (Category 0216-01) This should be an action that routinely monitors the link relationships assigned to records in a category with a superseding disposition."	4-1/Step 4.13
7.5	Deleted "Gather and zip ALL audit logs. File existing logs as a zipped record."	4-1/Step 4.16
7.5	Deleted "Delete/Purge log files."	4-1/Step 4.17
Test Case 4-2 Create/Maintain Record Categories and Folders		
7.5	Replaced "Series 1 - Administration" with "Series 0239 Time and Attendance Records" on Table 4-2.1 Create New Record Category.	4-2/Table 4-2.1
7.5	Deleted "Category 1-8a" from Table 4-2.1 Create New Record Category.	4-2/Table 4-2.1

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7.5	Changed "Replace Disposition Authority "NC1-AU-58-85" in record category 25-1K with "NC1-AU-85-58." to "Replace Disposition Authority "N1-288-00-1 item 42" in record category 0031-01 with "N1-218-00-1 item 42."	4-2/Step 4.2a
7.5	Changed "Delete "Routine" from Record Category Description of record category 71-1." to "Delete "draft" from Record Category Description of record category 0105-01."	4-2/Step 4.2b
7.5	Changed "Change Vital Record Indicator to "No" in record category 25-1z (Doc should not show up in screening test.)" to "Change Vital Record Indicator to "No" in record category 0205-02 [including Folder 1.] (Doc should not show up in screening test.)"	4-2/Step 4.2c
7.5	Changed "Change the Disposition Instructions for record category 165-1-16a from "6 years" to "5 years."" to "Change "4 years" to "5 years.""	4-2/Step 4.2d
7.5	Deleted "Change the Disposition Instructions for record category 210-190m to "hold 2 years in offline storage, then accession..."	4-2/Step 4.2e
7.5	Changed "Duplicate 710-2e. Verify that the system does not allow duplicate Record Category Identifiers." to "Attempt to duplicate 0927-04. Verify that the system does not allow duplicate Record Identifiers."	4-2/Step 4.4
7.5	Changed "Delete record category 710-2e, Property Officer Designation. (Note the handling of the orphaned record.)" to "Delete record category 0927-04, FOIA Reports. (Note the handling of the orphaned record.)"	4-2/Step 4.5
7.5	Changed "Print the user selected record categories and folders with their associated dispositions. Verify the printed output against the expected results, based on Tables 2-1.8 and the changes made above." to "Print the user selected record categories and folders with their associated dispositions. Verify the printed output against the expected results, based on Tables 2-1.6 and the changes made above."	4-2/Step 4.6
Test Case 4-3 Limit Record Categories and Folders		
7.5	Changed "Modify Group Permissions. Assign filing permissions to Records Managers for Record Series 1. See Table 4-3.1 for a complete set of filing permissions/restrictions." to "Modify Group Filing Permissions. Assign filing permissions to Records Managers for Records Series 0239. See Table 4-3.1 for group filing permissions/restrictions."	4-3/Step 4.1
7.5	Modified Table 4-3.1. Group Filing Permissions to reflect the new file plan.	4-3/Table 4-3.1
7.5	Changed "Modify User Filing Permissions. Assign filing permissions to Dustin Dale and Ann Finnegan for Records Series 1. See Table 4-3.2 for a complete set of filing permissions/restrictions." to "Modify User Filing Permissions. Assign filing permissions to Dustin Dale and Ann Finnegan for Records Series 0239. See Table 4-3.2 for user filing permissions/restrictions."	4-3/Step 4.2

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7.5	Changed "Assign additional privileges to Ann Finnegan to allow her to close and enter event dates to trigger disposition on Record Category 1-1b." to "Assign additional privileges to Ann Finnegan to allow her to close and enter event dates to trigger disposition on Record Category 0239."	4-3/Step 4.3
7.5	Modified Table 4-3.2. User Filing Permissions to reflect the new file plan.	4-3/Table 4-3.2
7.5	Changed "Modify Group Search/Retrieve Permissions. Assign search and retrieve permissions to Records Managers and Finance for Records Series 1. See Table 4-3.3 for a complete set of filing permissions/restrictions." To "Modify Group Search/Retrieve Permissions. Assign search and retrieve permissions to Records Managers and Finance for Records Series 0239. See Table 4-3.3 for group search/retrieve permissions/restrictions."	4-3/Step 4.4
7.5	Modified Table 4-3.3. Group Search/Retrieve Permissions to reflect the new file plan.	4-3/Table 4-3.3
7.5	Deleted "Table 4-3.4 is provided for informational purposes only."	4-3/Table 4-3.4
7.5	Deleted Table 4-3.4 User/Search Retrieve Permissions.	4-3/Table 4-3.4
7.5	Changed "Constrain access based on Project Name. Each user or group should have a limited sub-set of Project Names that they will assign to records. They should only be allowed to file and search/retrieve on those Project Names to which they have access." to "Constrain access based on Project Name. Each user or group should have a limited sub-set of Project Names that they will assign to records. Verify that users are only allowed to file and search/retrieve on those Project Names to which they have access. Table 4-3.4 provides an example of how Project Name access may be assigned. Testers will assign access differently during the test to ensure solutions are not hard-coded.)"	4-3/Step 4.5
7.5	Added Table 4-3.4 Assign Project Name Access.	4-3/Step 4.5
7.5	Added "Gather and zip ALL audit logs. File existing logs as a zipped record."	4-3/Step 4.6
7.5	Added "Purge all test records in the RMA."	4-3/Step 4.7
Test Case 5-1 File Electronic Documents		
7.5	Added "All test record in the RMA have been purged."	5-1/Step 3.3
7.5	Changed "File at least one document with multiple categories (Use modem.dif, 5-1 and 25-1z)." to File at least one document into multiple folders (Use modem.dif, 0031-01 and 0216-01)."	5-1/Step 4.7
7.5	Changed "File a new version of a record, verify incrementing and linking (Use 25-1q, Operational Testing 2001.doc and Operational Testing 2002.doc)." to "File a new version of a record, verify incrementing and linking (Use 0942-01, Folder 1, Operational Testing 2001.doc and Operational Testing 2002.doc)."	5-1/Step 4.8

Version	Change	Test Case/Step
7.5	Changed "File supporting documents, indicating they are linked, specify the relationship. (Use 71-1, Folder 1.)" to "File supporting documents, indicating they are linked, specify the relationship. (Use 0942-01, Folder 2.)"	5-1/Step 4.10
7.5	Changed "File multiple renditions of a document, verify linking and relationship. (Use 5-10a, outcomes.doc and outcomes.pdf.)" to "File multiple renditions of a document, verify linking and relationship (Use 0105-01, outcomes.doc and outcomes.pdf.)"	5-1/Step 4.12
7.5	Added "File superseding documents in a category that does not have a "destroy/delete when superseded" disposition instruction. (Use 0105-01)	5-1/Step 4.13
7.5	Changed "File superseded/superseding document, indicating the relationship. Note records on spreadsheet. (Use 710-1, help.doc and help2.doc)" to "File superseded/superseding documents, indicating the relationship. Note records on spreadsheet. (Use 0216-01, help.doc and help2.doc.) He should receive an email based on this action."	5-1/Step 4.15
Test Case 5-2 File E-Mail Messages		
7.5	Changed "One addressee, no attachments. (Tassotti to Dale: Subject: Annual Leave Policy. Tassotti files sent e-mail in 5-1.)" to "One addressee, no attachments. (Tassotti to Dale: Subject: Telecommuting Policy. Tassotti files sent e-mail in 0216-01.)"	5-2/Step 4.3a
7.5	Changed "Verify that editing of metadata items is provided for or prohibited as indicated in Table 5-2.1. Record the results. (Christy to Tassotti and "cc:" Dale, Schlotterer, and Finnegan. Subject: Training Holiday. Christy files sent e-mail in 5-1.)" to "Verify that editing of metadata items is provided for or prohibited as indicated in Table 5-2.1. Record the results. (Christy to Tassotti and "cc:" Dale, Schlotterer, and Finnegan. Subject: HPPA. Christy files sent e-mail in 0927-01.)"	5-2/Step 4.3
7.5	Changed "Distribution list, no attachments. File the message, associating the previously filed distribution list record to the e-mail record. (Christy sends out to Finance Distribution List. Subject: Annual Finance Picnic. Christy files sent e-mail in 5-10a." to "Distribution list, no attachments. File the message, associating the previously filed distribution list record to the e-mail record. (Christy sends out to Finance Distribution List. Subject: Annual Merit Increases. Christy files sent e-mail in 0205-02.)"	5-2/Step 4.3c

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7.5	Changed "Multiple addressees, multiple attachments. File the e-mail with all attachments as a single record. (Schlotterer to Christy, Tassotti, and "cc:" Edwards. Include on e-mail attachment, JITC Mailing Address.msg, awards.wpt, Forecast.tif, and Staff memo.wri. Subject: Budget Forecast Information. Schlotterer files sent e-mail in 5-1 as a complete message and files attachment separately." to "Multiple addressees, multiple attachments. File the e-mail with all attachments as a single record. (Schlotterer to Christy, Tassotti, and "cc:" Edwards. Include on e-mail attachment, JITC Mailing Address.msg, awards.wpt, Forecast.tif, and Staff memo.wri. Subject: New Policies. Schlotterer files sent e-mail in 0216-01 as a complete message and files attachment separately."	5-2/Step 4.3d
7.5	Changed "One addressee, no attachments. (Subject: Annual Leave Policy. Dale files received e-mail in 5-10a.)" to "One addressee, no attachments. (Subject: Telecommuting Policy. Dale files received e-mail from step 4.3a in 0106-01.)"	5-2/Step 4.4a
7.5	Changed "Multiple Addressees, including "cc:", no attachments. (Subject: Training Holiday. Schlotterer files received e-mail in 25-1k.)" to "Multiple Addressees, including "cc:" , no attachments. (Subject: FOIA Registry Update. Schlotterer files received e-mail from step 4.3b in 0942-01 Folder 1.)"	5-2/Step 4.4b
7.5	Changed "Distribution List, no attachments. (Subject: Annual Finance Picnic. Dale files received e-mail in 5-1.)" to "Distribution List, no attachments. (Subject: Annual Merit Increases. Dale files received e-mail from step 4.3c in 0239-01 Folder 1.)"	5-2/Step 4.4c
7.5	Changed "Multiple addressees, multiple attachments. (Subject: Budget Forecast Information. Tassotti files received e-mail in 25-1q as a complete message and files attachments separately.)" to "Multiple addressees, multiple attachments. (Subject: New Policies. Tassotti files received e-mail from step 4.3d with all attachments as a single record in 0031-01.)"	5-2/Step 4.4d
7.5	Changed "File an e-mail that has an embedded object. Note the handling of the object and whether it is editable after sending. Verify that RMA forces embedded objects to be saved in the body of the e-mail and are not treated as attachments. (To set up MS Outlook to support embedded objects, go to Tools, Options, Mail Format, and select "Use Microsoft Word to Edit E-mail Messages.")" to "File an e-mail that has an embedded object. (Subject: Pollutant Particles. Schlotterer files sent e-mail in 0942-01 Folder 2.) Note the handling of the object and whether it is editable after sending. Verify that RMA forces embedded objects to be saved in the body of the e-mail and are not treated as attachments. (To set up MS Outlook to support embedded objects, go to Tools, Options, Mail Format, and select "Use Microsoft Word to Edit E-mail Messages.")"	5-2/Step 4.5

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7.5	Changed "File an e-mail that has an embedded object AND an attachment. Verify that the RMA forces the object to be saved in the body of the e-mail, and that the RMA allows the user to file the attachment separately from the body of the e-mail." to "File an e-mail that has an embedded object AND an attachment. Verify that the RMA forces the object to be saved in the body of the e-mail, and that the RMA allows the user to file the attachment separately from the body of the e-mail. (Subject: FW Pollutant Particles. Schlotterer files sent e-mail in 0942-01 Folder 2.)"	5-2/Step 4.6
7.5	Changed "File an e-mail with another e-mail as an attachment as one record. Retrieve the filed e-mail record and verify that the attached e-mail is still attached and can then be opened in the e-mail application." to "File an e-mail with another e-mail as an attachment as one record. Retrieve the filed e-mail record and verify that the attached e-mail is still attached and can then be opened in the e-mail application. (Subject: Monthly Inputs. Christy files received e-mail in 0942-01 Folder 2.)"	5-2/Step 4.7
Test Case 5-3 File Non-Electronic Documents		
7.5	Changed "Users, as listed in Test Case 5-1, are still logged in." to "Dale and Tassotti are still logged in."	5-3/Step 3.2
7.5	Changed "File existing non-electronic documents in accordance with test data entry sheets. For each document: Select a record category/folder. Link non-electronic records to softcopy records filed in Test Case 5-1. Verify that only current and valid record categories/folders are presented to the user for selection during filing. View and print the record metadata for the record." to "File existing non-electronic documents in accordance with test data entry sheets. For each document: Select a record category/folders. Link non-electronic records to electronic records filed in Test Case 5-1. Verify that only current and valid record categories/folders are presented to the user for selection during filing. View and print the record metadata for the record. (Subject: Promotion and Equity Notice. Dale files record in 0205-02. Subject: YCMG: Court Martial. Dale filed in 0216-01. Subject: Photos of General Marks. Tassotti files in 0031-01.)"	5-3/Step 4.1
Test Case 6-1 Search and Retrieve		
7.5	Changed "Browse file plan to 71-1 Folder 1 (one person with access [Tassotti] and one person without access [Edwards])." to "Browse file plan to 0942-01 Folder 1 (one person with access [Tassotti] and one person without access [Edwards])."	6-1/Step 4.3
7.5	Added "e. Project Name and Supplemental Markings" to Step 4.5.	6-1/Step 4.5e
7.5	Changed "Search using each user-defined field, including Project Name." to "Search using each user-defined field."	6-1/Step 4.11

Version	Change	Test Case/Step
7.5	Added "Search using Project Name and Supplemental markings. Ensure users see only those records to which they have access to both the record's Project Name and Supplemental Marking(s)."	6-1/Step 4.12
7.5	Changed "Finnegan searches for FOUO documents. Note the record ID of a document. Christy uses this document in Test Case 7-1 Screening/Editing Step 4.18." to "Finnegan searches for FOUO documents. (She should see FOUO.)"	6-1/Step 4.21
7.5	Changed "File a document with FOUO/NOCONTRACT markings. Note Record ID: _____. Search for the document as Tassotti. He should not be able to see this record." to "Christy files a document with FOUO/NOCONTRACT markings in 0216-01. Note Record ID: _____. Search for the document as Tassotti. He should not be able to see this record."	6-1/Step 4.23
Test Case 7-1 Screen Records		
7.5	Changed "Verify record category 25-1z is not vital." to "Verify record category 0205-02 is not vital."	7-1/Step 4.1
7.5	Changed "Event: Cancel DODD 1000.4/Category: 71-1 Folder 1 (Use Schlotterer)/Date Occurred: _____" to Event: Pay Increase Computation/Category: 0205-02 Folder 1 Jayne Dough (Use Christy)/Date Occurred: _____"	7-1/Step 4.7
7.5	Changed "Rescind DODD 1015.5/Category: 71-1 Folder 3 (Use Christy)/Date Occurred: _____" to "Event: Final Payment/Category: 0414-01 Folder 1 McMillan Publishing (Use Christy)/Date Occurred: _____"	7-1/Step 4.7
7.5	Changed "Event: Cemetery Closed (Use Christy)/Category 210-190M/Date Occurred: _____" to "Event: Study Completed (Use Schlotterer)/Category 0942-01, Folder 1/Date Occurred: _____"	7-1/Step 4.7
7.5	Changed "Event: Budget Approved (Use Finnegan)/Category 1-1b/Date Occurred: _____" to "Event: GAO Audit Completed (Use Finnegan)/Category 0239-01/Date Occurred: _____"	7-1/Step 4.7
7.5	Changed "Access a record with no supplemental markings. (From Edward's search testing.) Change markings to FOUO. Save the record." to "Access a record with no supplemental markings. (From Edward's search testing in 6-1, step 4.22.) Change markings to FOUO. Save the record."	7-1/Step 4.17
7.5	Changed "Access a record marked FOUO. (From Finnegan's search testing.) Change supplemental markings to blank. Save the record." to "Access a record marked FOUO. (From Finnegan's search testing in 6-1, step 4.21.) Change supplemental markings to blank. Save the record."	7-1/Step 4.18

Version	Change	Test Case/Step
Test Case 7-3 Cycle Vital Records		
7.5	Changed "Gather categories/folders with the yearly cycling date. Note category/folder count. Verify record category 25-1z does not appear in the results list." to "Gather categories/folders with the yearly cycling date. Note category/folder count. Verify record category 0205-02 does not appear in the results list."	7-3/Step 4.2
Test Case 8-1 Folder Closing and Cutoff Processing		
7.5	Changed "Identify the records and/or folders that have a time-event disposition." to "Identify the records and/or folders that have a time-event or event disposition where the event has been triggered."	8-1/Step 4.1
7.5	Deleted "Specify event of record(s) and/or folders identified."	8-1/Step 4.2
Test Case 8-2 Disposition Processing		
7.5	Changed "Ensure records filed into multiple record categories are managed based on the longest time held disposition instruction. (25-1z and 5-1)" to "Ensure records filed into multiple record categories are managed based on the longest time held disposition instruction. (modem.dif, 0031-01 and 0216-01)"	8-2/Step 4.2
7.5	Changed "Generate the list of records/folders due for transfer as of _____. Verify the resulting list against the expected results based on the test data entry sheets. Consider the effect of any re-scheduling of records from Test Case 3-1. (25-1z has a multi-phase disposition. Verify transfer and accession.)" to "Generate the list of records/folders due for transfer as of _____. Verify the resulting list against the expected results based on the test data entry sheets. Consider the effect of any re-scheduling of records from Test Case 7-1. (0031-01 has a multi-phase disposition. Verify transfer and accession.)"	8-2/Step 4.3
7.5	Changed "Run transfer disposition for electronic records. Verify that the system copies the electronic records (and associated metadata) due for transfer, to a specified location/path." to "Run transfer disposition for electronic and non-electronic records. (a) Verify that the system copies the electronic records (and associated metadata) due for transfer, to a specified location/path. Verify that the system updates the metadata on the record or folder to indicate that the records have been transferred. (b) Verify that the system copies the metadata of the non-electronic records due for transfer, to the location/path specified during system set-up."	8-2/Step 4.5
7.5	Deleted "Transfer eligible non-electronic records. Run transfer disposition for non-electronic records. Verify that the system copies the metadata of the non-electronic records due for transfer, to the location/path specified during system set-up."	8-2/Step 4.7

Version	Change	Test Case/Step
7.5	Changed "Review list of records due for accession. Generate the list of records/folders due for accession as of _____. Verify the resulting list against the expected results based on the test data entry sheets. Consider the effect of any re-scheduling of records from Test Case 7-2. (25-1z has a multi-phase disposition. Verify transfer and accession.)" to "Review list of records due for accession. Generate the list of records/folders due for accession as of _____. Verify the resulting list against the expected results based on the test data entry sheets. Consider the effect of any re-scheduling of records from Test Case 7-2. (0031-01 has a multi-phase disposition. Verify transfer and accession.)"	8-2/Step 4.7
7.5	Changed "Run accession disposition for electronic records. Verify that the system copies the electronic records (and associated metadata) due for accession, to a specified location/path." to "Run accession disposition for electronic and non-electronic records. (a) Verify that the system copies the electronic records (and associated metadata) due for accession, to a specified location/path. (b) Verify that the system copies the metadata of the non-electronic records due for accession, to the location/path specified during system set-up."	8-2/Step 4.8
7.5	Added "Run disposition on categories 0105-01 and 0106-01. Ensure superseded records are marked as eligible for destruction, and the records in the other categories are only marked if the categories/folders are otherwise eligible. Dan Christy should have received an email notifying him that a record in 0106-01 and 0105-01 was superseded."	8-2/Step 4.11
7.5	Deleted "Run accession disposition for non-electronic records. Verify that the system copies the metadata of the non-electronic records due for accession, to the location/path specified during system set-up."	8-2/Step 4.12
7.5	Deleted "Run disposition on category 710-1. Ensure superceded records are marked as eligible for destruction."	8-2/Step 4.13
Test Case 10-1 Complexity		
7.5	Deleted "Note: For test documentation purposes, through-out this and all test cases, generate a screen print at the first use of each procedure and unique RMA screen/display."	10-1/4 Specific Procedures
Test Case 10-4 Support for RM Process		
7.5	Changed "Will the application interface with workflow or e-mail to support RM approval processes? (Did Dan Christy get e-mail about vital folders from Test Case 7-3, step 4.1?)" to "Will the application interface with workflow or e-mail to support RM approval processes? (Did Dan Christy get e-mail about superseded records from Test Case 4-1, step 4.13 and vital folders from Test Case 7-3, step 4.1?)"	10-4/Step 4.4
Test Case 10-5 User Customization		
7.5	Deleted "Note: For test documentation purposes, through-out this and all test cases, generate a screen print at the first use of each procedure and unique RMA screen/display."	10-5/4 Specific Procedures

